

SCHEDULING AN EVENT IN SEATTLE PARKS



Event Scheduling Office
Special Event Office
860 Terry Avenue North #134
Seattle, WA 98109

Office: 206.684.4080
Fax: 206.684.4853

E-mail george.long@seattle.gov

Introduction

Thank you for choosing a Seattle park for your event. A permit is required to reserve a playing field, facility, stage or performing arts area, or to use a park for a gathering of a large number of people. Use permits allow Seattle Parks to prevent conflicts, make necessary preparations such as heating, lighting, etc. and to provide personnel and facilities such as garbage cans and lavatories, and to avoid overuse of facilities.

Use permits are granted on an application review basis. To apply for all outdoor facilities — write:

Seattle Parks and Recreation
Special Event Office
860 Terry Avenue North
Seattle, WA 98109
Call: **(206) 684-4080**

Or TDD only **(206) 684-4950**

Fax **(206) 684-4853**

Or e-mail george.long@seattle.gov

Reservations for rooms at community centers and other indoor facilities are made through the staff at each facility during regular operating hours.

Application

Please complete the attached application form. Answers to all the questions should give a full description of the activities planned, when facilities are needed, and the number of people expected. Whenever a “yes” answer is given on the checklist, please provide a detailed explanation; add pages if needed. Remember to date and sign the application. All unsigned applications must be returned; an incomplete form may cause delays.

Applications for Use Permits should be made at least two months before the requested date. The Event Scheduling Office can accept applications with less advance notice, however, the permit may be denied if there is not enough time to route the request or make appropriate preparations. If applications are made less than six (6) days prior to an event, a sixty dollar (\$60) late application fee will be charged in addition to any other fees.

Fees and Charges

Application fee

A \$75.00 Park Use Permit Application fee is required with every permit application. If your event is a religious or political activity protected by the first amendment to the U.S. Constitution the application fee is \$50.00. If an event requires an electrical or water hook up, there may be an additional hook up fee of \$45 to cover staff costs. Please make checks payable to “City of Seattle”.

Admission or sale of merchandise fee

Seattle Parks must approve any plan to charge admission or sell any service or product at any event on Parks property. If approved, 10% of gross receipts must be paid to the city. This payment is due to the Event Scheduling Office 10 working days after the event. Please make all checks payable to “City of Seattle”. This fee does not apply to bona fide donations or contributions made at a political or religious gathering. (As a rule – in a contribution, the donor alone determines what he/she will give, and receives nothing in exchange. In a sale, the seller, or the seller and buyer set a price and the buyer receives merchandise or a service in exchange for their money).

There are contracted concessionaires in some parks who have exclusive privileges to sell food inside that park. The Special Event Office will inform applicants if this is the case.

Commercial use fee

Minimum fees range from \$10 to \$50 per hour based on the type of use. Maximum fees will vary. Fees are based on which park is to be used and the potential level of disruption to the public.

Seattle Parks may require insurance, a performance bond or deposit, and special approvals or permits from other City Departments in addition to the above fees.

Insurance

Before undertaking and Special Event scheduled on park property, evidence of a policy or policies of insurance must be filed with the Seattle Department of Parks and Recreation 30 days prior to the event. Evidence of insurance as enumerated below must be provided unless the proposed event is a religious or political activity protected by the First Amendment to the U.S. Constitution. Said policy(ies) **(1)** shall be subject to approval by the City’s Risk Manager as to Company, Form and Coverage, and primary to all

other insurance the City may secure, and **(2)** must protect the City from any and all claims and risks in connection with any activity performed by the Permittee by virtue of this Agreement or any use and occupancy of the Premises authorized by this Agreement.

1. A policy of **Commercial General Liability Insurance**, written on an insurance industry standard occurrence form, (CG 00 01) or equivalent, including all the usual coverages known as:
 - Premises/Operations Liability
 - Products/Completed Operations
 - Personal/Advertising Injury
 - Contractual Liability
 - Owners and Contractors Protective Liability
 - Stop Gap or Employers Contingent Liability
 - Liquor Liability/Host Liquor Liability (if applicable)
 - Watercraft (owned and non-owned) (if applicable)

Any deductible or self-insured retention must be disclosed and is subject to approval by the City’s Risk Manager.

2. A policy of **Business Automobile Liability** on an insurance industry standard form (CA 00 01) or equivalent, including coverage for owned, non-owned, leased or hired vehicles.
3. Above policy(ies) must provide the following minimum limit:

Bodily Injury and Property Damage

\$1,000,000 per occurrence/accident

\$ 1,000,000 annual aggregate

Liquor Liability & Pyrotechnic Only

\$ 2,000,000 each occurrence/aggregate

Coverage &/or limits may be altered or increased as necessary, to reflect type of or exposure to risk. Said insurance policy(ies) and subsequent renewals must be maintained in full force and effect, at no expense to the City, throughout the entire period of the permit.

The following documents must be provided as evidence of insurance coverage:

1. A Certificate of Insurance, showing the policy effective dates, limits of liability, names and dates of the event. Certificate holder — City of Seattle, Parks & Recreation Department, 860 Terry Ave. N., Seattle, WA 98109, MS: 20-01-01.
2. A copy of the endorsement naming the City of Seattle as an Additional Insured, showing the policy number and signed by an authorized representative, on Form CG2026 (ISO) or equivalent.

In order to accommodate constitutional rights to assemble peaceably for political and religious purposes, no insurance is required for gatherings (such as rallies, demonstrations, and outdoor religious services) purely for political or religious expression. Liability insurance may be required in connection with a political or religious event when the proposed activity presents a significant risk of injury.

Examples of cases in which liability insurance would be required:

- If food is sold or served in quantity;
- the audience engages in athletics, group exercises, or activity with physical contact as part of the program;
- booths are to be built or carnival activities may be provided to raise funds;
- equipment with cords and wires are brought in;
- or an attraction may involve a publicity stunt, or circus animals or hot air balloon.

Bond or Deposit

A performance bond is a written guarantee from a bonding company or approved surety agreeing to make payment to the City up to a set amount if a named party does not fully comply with a Park Use Permit. A cash deposit is a payment made to the City and held in trust for performance or payment of certain charges much as an escrow account or a damage deposit given by tenants to landlords. A performance bond is released if the terms and conditions of a permit are fully performed and a cash deposit is returned by check from the Finance Director's Office. If a permit is not performed fully, expenses incurred or damages sustained may be charged against the bond. The City may require a performance bond or cash deposit in these situations:

1. When admission is charged to an event or food or products are sold, in order that the City may be assured of collecting the percentage of gross receipts charged;
2. When an event presents a risk of damage to City property, in order that the City may be assured repairs will be made or the City reimbursed its cost;
3. When the event appears likely to cause the City unusual clean up or restoration expenses, in order that the City can cover its probable out-of-pocket costs;
4. When the City's Noise Control Ordinance, Seattle Municipal Code (SMC) 25.08, applies in order to comply with its terms and conditions, particularly Section 520E; and
5. When special services are provided, or extra expenses are anticipated, and the Superintendent of Parks and Recreation determines that a performance bond is necessary to fully protect the City.

The bond or cash deposit is set in an amount which would make the City whole if the terms and conditions of the use permit were not fully performed, and where applicable, in accordance with SMC 25.08.520E.

Approvals/Other Permits

It is an applicant's duty to secure all necessary City permits. When receiving verbal advice, please record the name of the City official you spoke to. Verbal responses may need to be verified.

Noise and Sound Control

SMC 25.08.520A makes it unlawful for any person to cause or allow sound from an officially sanctioned outdoor musical event originating in a park to exceed an "L eq" of 95 dB (A) for one minute as measured 50 feet from the source. An "L eq" is defined as "The constant sound level that, in a given situation and time period, conveys the same sound energy as the actual time-varying A-weighted sound." An authorized Department of Parks and Recreation official, DCLU Department official or a police officer may stop any outdoor musical event as a public nuisance if the decibel level exceeds 105 dB(A) for a total of five minutes in any thirty minute period as measured 50 feet from the source. A copy of the Noise Control Ordinance will be supplied upon request.

Building

The Seattle Building Code applies to construction on park property. It may require a permit for activities at or in preparation for an event, e.g. building a stage over 48" in height, constructing a booth for sales or displays, erecting a large tent. Where a Building Permit may be required, no use permit will be issued unless the building permit has been secured or the Department of Construction and Land Use has indicated that none will be needed.

Pricing

The Department of Parks and Recreation reserves the right to regulate the pricing of goods and services sold to the public. Please discuss with the Special Event Scheduler the prices of food, products, or services and admission charges when you apply. Liquor may not be sold or handled except at certain facilities, with a valid state liquor license, after the Superintendent gives special permission.

Business License

A City business license under SMC 5.44 may be required to engage in business activities subject to the City's business and occupation tax. A certificate of registration may be needed under the Admission Tax Ordinance (SMC 5.40) in order to charge admissions. A business license or certificate of registration when required, may be secured from the Department of License and Consumer Affairs, 102 Seattle Municipal Building, 600 - 4th Avenue, Seattle, Washington 98104.

Food/Health

SMC 10.10 requires permits for food establishments and food handlers, including those in City parks. These permits may be secured from the Seattle-King County Health Department. If these permits are not obtained, a health officer may stop the sale or distribution of food.

Staffing

Sometimes, an activity may need staff services from park personnel in operating equipment, in providing instruction, or in making special site preparation (e.g. special lighting, locating chemical toilets or a dumpster, providing additional garbage cans, etc.). At other times, police services may be helpful for crowd control or traffic direction. There will be an additional fee for Departmental staff services. The Special Event Scheduler will supply information and assistance to you in arranging for staff services.

Anti-discrimination

As a matter of policy, law, and commitment, Seattle Parks and Recreation does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap. (SMC 18.12.280).

ADA Compliance

Within the limitations of each park site, the Department of Parks and Recreation will make accommodations for persons with disabilities upon request. For assistance call (206) 684-4080 or TDD only (206)684-4950. For information or complaints concerning "Americans with Disabilities Act" call the Department's ADA Coordinator at (206) 684-4950.

Appeals

If you are dissatisfied with the decision of the Department on an application, that decision may be appealed to the Parks and Recreation Superintendent, 100 Dexter Avenue N, Seattle, Washington 98109-5199, telephone (206) 684-8022. The appeal should contain the following information:

1. A precise identification of the application;
2. A statement of the action or omission causing concern;
3. The action requested by the applicant and the reasons supporting it, e.g. why the action is unfair or a hardship; impacts of the decision of Departmental personnel that the Superintendent might not otherwise know, etc.
4. Whether an opportunity to speak with the Superintendent or a hearing is requested, and if so, an address or number where you may be contacted;
5. If a decision is urgently needed, an indication when a decision needs to be made.

The appeal will be considered within a reasonable time ac—within 48 hours if the appeal raises issues of constitutional rights and requires immediate attention. If practical, the matter may be resolved by phone or a personal visit. The Department's decision will be final.

Summary

To secure a park use permit, file an application and pay a seventy-five dollar (\$75) application fee. Do it early; allow time for processing. An application may need any of the following:

1. Public liability insurance in an approved form.
2. Performance bond, cash deposit, or noise control bond.
3. By ordinance a "City of Seattle Special Event" permit may be required if it entails support from other city Departments such as Police, Fire, Seatran, etc. User must contact the Chair of the Special Events Committee at 206-684-8017 for application information. Permits from other City, State or County agencies may be required. Applicants will be informed of this upon completion of their application.

If you have any questions or encounter difficulties, please contact the Special Event Office at 206-684-4080. All decisions may be appealed to the Superintendent of Parks and Recreation.

The City's park and recreation system is provided for public recreation and enjoyment. If a term or condition causes hardship, confer with the Special Event Office. An adjustment may be made in the activities planned, so that Department procedures and terms might accommodate your use while adequately protecting the City.